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DD/S 71-1146

1 APR 1971

MEMORANDUM FOR: Chairman, Travel Policy Committee

SUBJECT : Annual Report - The CIA Travel Policy
Committee for the Period 1 January -
31 December 1970

REFERENCE : Memo dtd 26 Feb 71 for DD/S fr C/TPC,
same subj -- DD/S 71-0671

With apologies for the long delay in acknowledging it,
your annual report reflects very significant contributions by
the CIA Travel Policy Committee during Calendar Year 1970.
Please accept and share with the members our plaudits and
thanks.

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

DD/S:JWC:maq (1 Apr 71)

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Approved For Release 2002/10/30 : CIA-RDP84-00780R004400100004-1

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Approved For Release 2002/10/30 : CIA-RDP84-00780R004400100004-1

26 FEB 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Annual Report - The CIA Travel Policy Committee
for the Period 1 January - 31 December 1970

REFERENCE : Memo fr DD/S to C/TPC dtd 4 Feb 70, same subject
(DD/S 70-0371)

1. In response to referent request, this report summarizes TPC action on several of the 21 proposals considered by the Travel Policy Committee during 1970. Our deliberations resulted in 19 recommendations for regulatory change and two against adoption. The following are examples of those actions by the Committee.

- a. At the request of the DD/S, reviewed a proposal by OMB to amend certain sections of the Standardized Government Travel Regulations in a way that would require all departments and agencies to adopt a sliding scale "lodging plus" method for determining domestic per diem rates. Recommended the Agency's reply to OMB oppose change in favor of continued reliance upon authorizing officer discretion for establishing suitable per diem rates within the statutory maximum.
- b. At the request of the SSA/DDS, reviewed Agency "rule of three" policy holding use of POV to be advantageous to the Government when at least three passengers occupy the vehicle in connection with PCS moves. Recommended rescinding that policy and adopting the Foreign Service Travel Regulation policy determining that, regardless of number of passengers, use of POV for PCS moves is automatically advantageous to the Government when the employee is eligible to ship household effects between origin and destination unless TDY or home leave travel is involved; when TDY or home leave is involved, determination of advantage to be made on a case basis.
- c. At the request of the SSA/DDS, reviewed Agency policy for shipment of privately-owned foreign manufactured

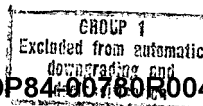
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vehicles. Recommended that all restrictions on shipment of these vehicles be rescinded but that Agency employees be required to accomplish their shipment in a manner compatible with cover.

- d. At the request of the SSA/DDS, reviewed the Agency's extended TDY travel policy. Following comparison with related policies of the FSTR's and JTR's, the Committee recommended rescinding existing Agency policy requiring automatic reduction of per diem after 60 days in favor of a policy requiring the authorizing officer to consider in each case whether circumstances would warrant a per diem reduction.
- e. At the request of the Director of Personnel, considered whether the entitlement of a CIARDS retiree to reimbursement for travel and transportation expenses for a move from his last post of assignment in CONUS to the place where he will reside in the U. S. should cover a move within a metropolitan area without regard to distance. Recommended that such a move be authorized subject to the retiree's certification that the move is occasioned by his retirement.
- f. At the request of the Office of Communications, reviewed Agency regulatory policy covering rest stops. Recommended language creating an eligibility for a rest stop whenever either elapsed or scheduled time, including stopovers, exceeds 14 hours; also clarifying computation of "time" for determining rest stop eligibility.
- g. At the request of the Director of Finance, considered whether the rates of reduction in per diem when meals or lodgings are furnished without charge by the U. S. Government should be adjusted to conform with those of the Department of State. The Committee recommended regulatory change reflecting State's rates of per diem reduction.

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- h. At the request of the Suggestions Award Committee, the Committee reviewed an employee suggestion that travel regulations be amended to encourage Agency personnel traveling by air to use, when available, relatively low "per piece" rates for baggage otherwise eligible for shipment as unaccompanied freight. Adoption of the proposal was recommended by the Committee.
- i. Reviewed informally a proposal to the Department of State by GAO that reimbursement for home leave travel expenses be limited to the place where an employee spends most calendar days of his home leave. The Committee recommended against this proposal (as did the Department).

2. Matters currently being considered by the Committee include the following:

a. Use of American and Foreign Airlines

The Committee is reviewing this policy at the request of SSA/DDS to clarify the bases for general exceptions to the "fly American" policy.

b. Educational Travel Allowance

The Committee is reviewing a DDP (Europe Division) proposal to clarify Agency regulations respecting time limitations associated with this allowance.

c. Refund of Foreign Duties

The Director of Finance has requested the Committee to concur in a proposed clarification of the policy which requires an employee to make an appropriate refund to the Government when he sells abroad a personal item for which he was reimbursed customs duty at time of importation.



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Chairman,
Travel Policy Committee

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